



UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO 5340.4B
HSVC
29 MAY 1992

BASE ORDER 5340.4B

DISTRIBUTION MADE

BY

Amickman

From: Commanding General
To: Distribution

1315 4 Jun 92 (TIME & DATE)

Subj: ON-THE-JOB FUND-RAISING BY OR AMONG CIVILIAN AND MILITARY PERSONNEL

Ref: (a) SECNAVINST 5370.2J
(b) MCO 5760.4B

1. Purpose. To ensure strict compliance with references (a) and (b), to minimize or eliminate disruption of the Federal workplace and costs to Federal taxpayers that on-the-job fund-raising may entail, and to further the goals of the Navy-Marine Corps Relief Fund Drive and the Combined Federal Campaign by prohibiting other on-the-job fund-raising by or among civilian and military personnel aboard this installation.

2. Cancellation. BO 5340.4A.

3. Information

a. Policies and standards for fund-raising within the Department of the Navy are regulated by reference (a), which authorizes the annual Navy-Marine Corps Relief Fund Drive and the Combined Federal Campaign. Except as may be authorized by higher headquarters, additional on-the-job fund-raising is prohibited.

b. "Fund-raising" is defined as the solicitation of money, goods, services or any other thing of value by any person or organization.

c. "Fund-raising" does not include fees, dues or other contributions to private organizations or morale, welfare and recreation activities, which are limited to members, participants and their immediate families.

d. "Fund-raising" does not include such unofficial, informal funds as office coffee funds, flower funds, voluntary gifts or contributions of nominal value on special occasions and similar small, informal activities, the operation of which is authorized by reference (b).

e. On-the-job solicitations are conducted in the workplace and are limited to the annual Combined Federal Campaign and the Navy-Marine Corps Relief Drive. Exceptions may be granted for emergency or disaster appeals only when specific prior approval of the Secretary of the Navy and the Director, Office of Personnel Management has been granted.

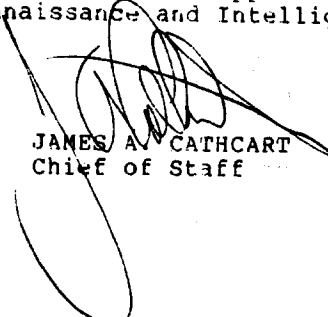
f. This Order is not intended to prohibit or to discourage civilian and military personnel aboard this installation from participating as private citizens in the activities of voluntary agencies during their off-duty hours.

4. Action. Commanding officers and military and civilian supervisory personnel will ensure on-the-job fund-raising by or among civilian and military personnel is consistent with the provisions of this Order.

RETURN TO CENTRAL FILES,
MCB WITHIN 48 HOURS

29 MAY 1992

5. Concurrence. This Order has been coordinated with and concurred in by the Commanding Generals, II Marine Expeditionary Force, FMF; 2d Marine Division, FMF; 2d Marine Expeditionary Brigade, FMF; 2d Force Service Support Group, FMF; and the Commanding Officer, 2d Surveillance, Reconnaissance and Intelligence Group, FMF.



JAMES A. CATHCART
Chief of Staff

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